

## TERMS OF REFERENCE FOR CONSULTANCY SERVICES TO CONDUCT A BASELINE STUDY

### 1. INTRODUCTION

Chapter Four Uganda is an independent not-for-profit organization dedicated to the defence of civil liberties and promotion of human rights and fundamental freedoms without discrimination. The organization works with underrepresented individuals and communities.

In partnership with the Konrad-Adenauer-Stiftung (KAS Uganda) and the African Institute for Investigative Journalism (AIJ), the consortium is implementing a project titled, **“Human Rights – Our Concern!”** which aims at *strengthening evidence-based advocacy in order to safeguard respect for human rights and freedoms*. The action, which is running from October 2023 to January 2026, is funded by the European Union (EU) and the German Ministry of Economic Cooperation and Development (BMZ). It will be implemented in fourteen (14) target districts across the 4 regions of Uganda. To achieve the project objectives, the consortium will roll out a number of interventions including strengthening of human rights monitoring, documentation and reporting in the target districts, legal compliance support for human rights organisations, supporting establishment of district human rights committees, among others.

Prior to the implementation of interventions, we intend to conduct a baseline study which aims at establishing the current human rights situation in the target districts. Chapter Four seeks to contract a consultant to conduct the baseline study for the project.

### 2. OBJECTIVE

The overall goal of the baseline study is to monitor and assess the current human rights situation in five (5) target districts in Uganda.

### 3. METHODOLOGY

This assignment requires the use of qualitative and quantitative research approaches. The qualitative approach is expected to entail desk review of available literature and reports and the quantitative approach will involve field work to collect data from key informant interviews in the 5 target districts. A total of 50 respondents, as guided by the sampling exercise, will be engaged during the study. The evaluation team will review the detailed methodologies as proposed by the interested candidates.

#### 4. SCOPE OF WORK

- a) Develop a framework, timeline and work plan for the baseline for review.
- b) Develop a brief inception report based on the understanding of the consultancy task.
- c) Design tools for conducting the baseline study in all the selected target districts of Gulu, Mbale, Moroto, Kasese and Kampala.
- d) Travel to the target districts to collect data and information from cross-section of respondents who will be identified by the M&E team.
- e) Develop a draft baseline report and share with Chapter Four for review, and address any emerging comments/feedback.
- f) Complete and submit the final baseline report to Chapter Four.

#### 5. DELIVERABLES AND TIMELINE

The consultant will be required to produce the following deliverables within a period of 10 working days from the date of signing of the consultancy agreement:

- a) Inception report.
- b) Draft baseline study report.
- c) Final baseline study report.

#### 6. SCHEDULE OF PAYMENTS

The successful consultant will be paid in two installments, that is, 50% at the time of signing the contract for service and 50% upon completion of the tasks.

#### 7. CORE COMPETENCIES

***Required Education:***

Advanced Degree in law, development studies, social sciences or a related field.

***Professional Experience and Skills:***

- a) A minimum of seven (7) years of professional consulting experience in the research field;
- b) Demonstrated familiarity with conducting baseline studies;
- c) In-depth knowledge of the core aspects of inclusion and diversity;
- d) Demonstrated ability to produce high-quality knowledge and research products;

- e) Good communication and data analysis skills, ability to work in networks and partnerships;
- f) Ability to complete complex assignments in a timely manner and deliver quality results.

The core values of a successful consultant shall include integrity and professionalism, teamwork, inclusion and diversity, creative thinking, problem-solving and time management.

## 8. APPLICATION PROCEDURE

The following documents should be submitted as part of the proposal:

- a) Cover letter addressed to the Executive Director, Chapter Four Uganda.
- b) CV / Resume with a brief detail on the individual's portfolio.
- c) Technical and financial proposal (2 pages maximum), indicating understanding of the TORs, proposed methodology, work schedule, and daily professional fees.

## 12. HOW TO SUBMIT THE PROPOSAL

Proposals should be sent via email to [info@chapterfouruganda.org](mailto:info@chapterfouruganda.org). Please indicate “**Proposal – Baseline Study**” as the email subject line. Qualifying women, persons with disabilities and other groups are encouraged to apply.

The deadline for receipt of proposals is **1<sup>th</sup> March 2024 at 02:00 PM.**